



# Greater Kansas City Federal Executive Board's Five-Day Refresher Training for Supervisors

**\$150 Per Participant**



**Date:** Oct. 31 – Nov. 4

**Time:** 8:30 a.m. – 4:00 p.m.

**Location:** Bannister Federal Complex

1500 E Bannister Rd (Plaza Auditorium)

Kansas City, Mo 64131



## SUPERVISORY REFRESHER TRAINING SEMINAR

This 40-hour course focuses on building powerful leadership skills, developing management techniques, and staying successful in an ever changing business world. The course is designed to provide the three objectives outlined by the Office of Personnel Management (OPM) in the 2009 revised training requirements for supervisors: (1) unacceptable performance, (2) employee mentoring programs, and (3) employee performance appraisals. This would be an excellent training opportunity for new supervisors as well.

### Day One

- Merit System Principles
- Classification
- The Hiring/Staffing Process
- Benefits

### Day Two

- Training and Development
- Retaining Employees
- Leadership and Influence
- Continually Coach for Commitment

### Day Three

- Performance Management Disciplinary and Adverse Actions
- Official Time
- Leave Administration and Management
- EEO

### Day Four

- Critical Thinking, Decision Making
- Project Management

### Day Five

- Manage Change
- Build Top Employees
- Manage a Multicultural Workplace
- Manage Organizational Culture/Subculture



**Registration:** This course is sponsored by the Greater Kansas City Federal Executive Board.

Email: [feb.mail@gsa.gov](mailto:feb.mail@gsa.gov) Call: (816) 823-5100 Website: [www.kansascity.feb.gov](http://www.kansascity.feb.gov)

**Registration Deadline:** 10/18/2011

This is a collaborative effort of the FEB's Education & Training and Human Resources Committees.

# REGISTRATION FORM

## Supervisory Refresher Training Seminar

October 31<sup>st</sup> to November 4<sup>th</sup>, 2011 - 8:30 a.m. - 4:00 p.m.

Bannister Federal Complex, 1500 E. Bannister Road, Plaza Auditorium, Kansas City, MO

THE REGISTRATION FEE OF \$150.00 PER PERSON, INCLUDES FIVE DAYS OF TRAINING, TRAINING MATERIALS AND MORE.

Payment is due prior to the deadline. Faxed reservations are accepted if they contain COMPLETE billing information.

Registration constitutes a final commitment for the conference. There will be no reimbursement of registration fees due to cancellation or no shows. If you are unable to attend, an alternate representative from your agency will be welcome.

NO registrations will be accepted by phone. Deadline for registration fees and payment is **COB October 18, 2011**.

***Registration may close at any time as we limit attendance to 50 people!***

Arrangements for individuals with special needs must be made in writing and sent to the FEB office along with the completed registration form two (2) weeks prior to the function.

### Payment Information:

\_\_\_\_\_ Check/Money order. Make payable to Federal Executive Board.

*All returned checks will be subject to a \$30.00 service fee to be paid by money order or cashier check.*

\_\_\_\_\_ Our Purchase Order(s) and/or Training Form(s) are attached. **PO or TF Number(s):** \_\_\_\_\_

\_\_\_\_\_ Charge my Credit Card: ☐ Visa ☐ MasterCard ☐ Need a Receipt: \_\_\_\_\_

Credit Card Number:     Expiration Date: \_\_\_\_\_

*Please Print Clearly - Credit Cards will be processed approximately one week prior to the conference*

☐ Check here if you would like to be charged before the end of the fiscal year.

Signature: \_\_\_\_\_ Card Holder's Phone Number: \_\_\_\_\_

### Name of Attendees

**Please print clearly or type your name as you wish it to appear on Name Tag.**

*(The FEB will provide an email confirmation to all individuals who provide current email addresses.)*

	<u>Name</u>	<u>Agency</u>	<u>Phone Number</u>	<u>E-Mail Address</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____

*(Please use a blank piece of paper for additional names.)*

**SEND CHECK, TRAINING FORM OR P.O.'S AND COMPLETED REGISTRATION FORM(S) TO  
:FEDERAL EXECUTIVE BOARD**

**1500 E. Bannister Road, Ste. 1176, Kansas City, MO 64131**

**Phone: (816) 823-5100**

**Fax: (816) 823-5104 or email to [larry.hisle@gsa.gov](mailto:larry.hisle@gsa.gov)**

### IMPORTANT REMINDERS

- For those paying by purchase order; or training form; complete registration form with P.O. #(s) or 182's; AND fax to the FEB office **816-823-5104**. If paying by personal check complete registration form. Fax copy of check(s) to **816-823-5104** then *mail all the originals ASAP* to the FEB.
- We suggest you wear layered clothing to ensure comfort since meeting room climates often vary.